



City of Alameda • California

September 14, 2011

Dear President Atkin and Members of the Library Board,

This letter is to bring you up to date on activities during the months of July and August, and to look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The June and July Activity Reports are included in your Board Packet. The FY2010/11 year-end Expenditure Report is included in the Board Packet along with the most current Expenditure Report in the new fiscal year. There was a question at the July Board meeting regarding the remaining balance of about \$196,000 shown on the Expenditure Report. That report was the second to last report for the fiscal year. The remaining balance at the end of FY10/11 was \$34,552.97.

A copy of the Library Strategic Plan 2009-2014 is included in the Board packet. The Strategic Plan will be a topic of discussion at the September Board meeting. If you would like to view the supporting documents, The Neighborhood Libraries Improvement Report, the Community Telephone Survey April 2008, and the Technology Review June 2008, are available on the library web page at: <http://www.cityofalamedaca.gov/Library/Strategic-Plan>

A random check in August of the computer workstations at the Main Library found one Internet workstation on the second floor, two Internet workstations and one print station on the first floor out of service. Also the copier on the first floor was out of service waiting for the vendor to come empty the coin attachment.

Main Library Update. The new reduced schedule went into effect on July 1. Staff is busy during the open hours and the public is slowly adjusting to the new hours. No further complaints about the change in operating hours have made their way up to the office since the July Library Board meeting.

In recognition of September 11 a display has been set up at the foot of the stairs with materials from our collection and some memorabilia from Oakland and Alameda Fire Departments. The Library received a \$1,000 unrestricted gift from Library customer, Mary Martin, honoring the Alameda Police and Fire Departments in remembrance of September 11. Many of the materials in the Library's 9-11 collection were purchased with funds generously donated by Mary Martin.

The Solar Project is nearing completion. The actual work on the roof and in the electrical room by Sun Light and Power (SLP) is completed. SLP has submitted their information and links for the informational kiosk to Alameda Municipal Power (AMP) and are just waiting for a final meeting. AMP has assured the Library that the kiosk is on the island and has 99% of the software installed. They plan on testing the kiosk in the AMP lobby to get all the bugs out before installing the kiosk at the Library. The official dedication of the solar panel project and informational kiosk will be held on Thursday, October 6 at 10:30 a.m. All Library Board Members will receive an invitation to the event which will be coordinated by AMP staff. AMP delivered the solar rebate check in the amount

of \$149,698.65 to the Library to forward on to the Finance Department. These funds are part of the project budget.

Linda Valler and the School Resource Services program have been making a marked impact on the community. When she visits classrooms and when classes (or home school groups) visit the library she always talked up the summer reading program. This year for the first time the summer reading program had participants from every public school, all the major private schools and a significant number of home school students. The "End of Summer Reading Party" in August was the best end of summer party the Library has hosted to date. Over 350 children and adults were in attendance to cheer on their accomplishments and see the amazing animals from Wild Things, Inc. Library Board Member Suzanne Whyte did an excellent job speaking on behalf of the Library Board and Vice Mayor Rob Bonta spoke on behalf of the City Council before about 200 children crossed the stage to shake hands and receive their Ferry coupon, courtesy of the Alameda Oakland Ferry. Kudos to Supervising Librarian Eva Volin and her staff for another amazing summer of reading madness!

The Library hosted a "petting zoo" of e-reader technology for two weeks, thanks to the Pacific Library Partnership (PLP). Less than a year ago, PLP purchased several types of e-Readers to circulate among the member libraries in an effort to give hands-on experience to library staff members. The petting zoo included a Sony e-Reader, an iPad, a color Nook, a b/w Nook, a standard (small) Kindle, and a textbook (large) Kindle. Staff members borrowed them from the Director's office and answered a short list of questions about handling the device: can you download onto the device, can you brighten/darken the screen, can you bookmark a page, etc. They filled out an evaluation form and all the information along with the devices will be returned to PLP to pass on to the next library on the waiting list. PLP will compile the data for any library interested in receiving it. Supervising Librarian Annemarie Meyer is investigating the feasibility of purchasing e-Readers for loan to the public. This hands-on trial gave her a head start with which type of e-Reader we may take a closer look at.

The Library will hold its bi-annual All Staff meeting on Monday, October 10. This date was selected to take advantage of the Columbus Day holiday which is not a recognized City holiday in Alameda. Many members of the public assume the library will be closed so we close to the public and hold our staff training. This year one of the sessions will include an introduction of the new City Manager to the Library Staff, a discussion of the e-Reader program, and some customer service refresher training.

The Main Library elevator is out of service for the month of September. DreamRide Elevators working in conjunction with the City Public Works Department has taken the library elevator out of service for a month to do an upgrade to the elevator motor. Since the conclusion of the one-year warranty the Public Works Department has handled the maintenance of the elevator through a sub-contractor. Over the past four years the motor has burnt out three times and there seems to be a continuing issue of the elevator "bouncing" when starting to go up or down. In addition the elevator seemed to go out of service whenever there was a power blip, not just an outage. The Library has already had Alameda Municipal Power has checked the line for power surges which were not found. This upgrade will change out some of the mechanical and hopefully solve the bouncing irregular power issues. The work itself may not take long, however waiting for the State Inspector may take a while. It is anticipated that the elevator will be back in service in a shorter amount of time than is posted. The elevator work is all paid for by the Public Works Department. In

preparation for the elevator to be out of service, staff brought heavy supplies (copier paper, janitorial supplies, etc.), and several book trucks to the second floor prior to work beginning. The cleaning service was notified so they could station their equipment on the most appropriate floor for their work. To accommodate the public during the elevator down time the Library is prepared to retrieve materials on the second floor, request a Reference Librarian to conduct the reference interview on the first floor, and give priority to people who cannot access the second floor the Internet computers on the first floor by the front windows (if all the adult computers are in use on the first floor accommodations will be made in the Boys & Girls Department). Staff will just deal with carrying bins of materials back upstairs for reshelving.

The Library Board requested a price quote for power washing the sidewalks around the library, particularly under the portico. The Library cleaning service, BSM will provide the quote for a monthly and a bi-monthly service in addition to an initial cleaning cost.

The status of the request to the Public Works Department regarding a list of items that they maintain for the library buildings is currently unknown. The expectation was to have the list completed by mid-July.

The *new* Main Library will turn five years old on November 2. In recognition of this momentous occasion the Library is planning a few programs during the birthday week and during the month of November, asking members of the public to purchase a "gift" for the Library. The programs are slowly coming together, tentatively the schedule looks like this: Nov 1 – History of the Alameda Free Library (unconfirmed); Nov 2 – Art Reception; Nov 3 – Walter the Giant Storyteller; Nov 4 nothing; Nov 5 – Magic Dan. In the current fiscal year \$100,000 was reduced from the materials budget. The idea is for people to help with the collection budget by gifting funds for their selected area of the collection. During the month a table, or a section of the new book display, will be set up with wrapped "books" for people to select a gift for the library. The categories will be: childrens, teen, adult fiction, adult non-fiction, magazine subscription (2 year minimum), media, or technology replacement (to purchase keyboards, mice, monitors, etc.). More information to come as staff continues to flesh out the idea.

Neighborhood Libraries Improvement Project (NLIP). For all intents and purposes, the project is complete. Both neighborhood library projects will be reported to *Library Journal* for the December Architectural issue of finished library projects. The person in Finance who will do the final budget report is currently on vacation; before she left she asked how detailed a financial report the Board desired. In discussion with the new Library Board President, the decision was made to use the financial categories requested for the *Library Journal* construction report as the guide for the final financial report for the Library Board. It will be in the October Library Board packet.

California State Budget Reductions to Public Libraries. There does not appear to be any chance that the State will hit the estimated revenue targets. As a result of that shortfall there will be additional cuts to State funded programs and services. Public Libraries will not be receiving any funding from the State (although if by some miracle funding does come through, it will not be released until January 15, 2012). In anticipation of losing State funding the Friends of the Library and the Library Foundation were alerted that a request to fund Alameda Reads (literacy program)

may be forthcoming. All reports, which are the basis of how and how much funding is allotted to each library, to the State Library will continue to be submitted by their original deadlines in order to keep the continuity of the statistical collection and in the event funding is restored. The library cooperative, primarily funded by the State, will continue with reduced services to its members operating with reserves and membership fees for the short-term.

Library Foundation. The planning and ticket sales for the 2011 Live @ the Library concert series is in full swing! Tickets went on sale in August and there is already a buzz in the air about the fall line-up. September 24 will be the first concert featuring jazz saxophonist Anton Schwartz. October 22 will see the return of Wesla Whitfield and Mike Greensill. Two years ago Wesla's concert was the "hot" ticket in town and the concert sold out days in advance. November 19 features Amanda King who sings jazz standards from the Great American Songbook. For best pricing, purchase the three concert series ticket for \$75 after the September concert there will be no "series" left so individual concert tickets are \$30 each. Special for this season will be a February concert at the Alameda Theater featuring Frederica Von Stade and the Cal Young Musicians. There are many inquiries about the tickets for the February concert; pricing for this concert has not yet been set however, those tickets will be pre-sold at the November Amanda King concert. The Foundation has several working committees now that they have a full Board. The fund-raising committee has set themselves a goal of raising \$50,000 by the end of 2012. The big push in the fundraising is to help raise funds for Alameda Reads, the Technology Fund, and collections. The Library received a check for a little over \$2000 from the Foundation which are the proceeds from 2010 Live @ the Library, this means that the Foundation Technology Fund also has a little more than \$2000.

The next Foundation meeting will be on Monday, September 19 in the Family Study Room at 7:00 p.m.

Friends of the Library. The Friends are planning a cookbook! Yes, the Friends of the Library are going to put the call out to the membership for favorite recipes and publish a cookbook as a new fundraising venture. Keep an eye out as you read the Friends Newsletter for more information as it develops.

The Friends discussed funding Alameda Reads. The Library requested \$10,000 from the Friends for FY2011/12 operations. The Friends will vote on granting the funding at the September meeting. The Friends also asked the Library to add the \$10,000 for Alameda Reads to the annual request for funding in 2012. The Friends budget is based on the calendar year while the Library operates on a fiscal year budget.

The Friends are busily working on the October book sale. The book sale is scheduled for October 14-16 at the O'Club.

The next Friends meeting will be on Monday, September 19 in Stafford Room B at 7:30 p.m.

Alameda Reads. Sue Mark is working hard to create public awareness. September is International Literacy month and specifically, September 8 is International Literacy Day. Tri-fold displays

illustrating how difficult it is to navigate everyday life if you are not literate are placed around the library for the month. On September 8 people will be asked to help create a "Window of Words" at the Main Library. Just think of your favorite word, write it on a post-it and stick it on the window! The word can be in any language; just keep it clean! This will be a visual reminder of how important words are to people. The Library is very proud of Alameda Reads and the program members. Right now there are 40 volunteer tutors who are helping adults improve their reading and writing skills. This year volunteers logged nearly 2,500 hours of teaching support; program learners have achieved a wide-range of goals including: passing the driver's license test, studying for the GED, gaining computer skills, reading a book, and helping their children with homework. A very worthy program so we are fortunate to have the Friends of the Library and the Library Foundation willing to make Alameda Reads a priority and help to fill the funding gap created by the State.

Draft Art Donation Policy. The Art Display Committee is not ready to bring the second draft of the Art Donation Policy forward.

Activities and Events.

September 4-October 1

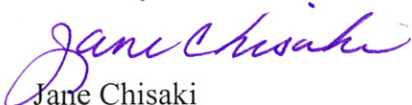
Artist Anthony Holdsworth – "Dispatches from the Street" and Artist Wendy Rabin – "Paintings"

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| Sept 3 | Puppet Art Theatre. 2:00 p.m. Main Library, Stafford Room |
| Sept 4 | Self-Paced Computer Classes. 1:00 p.m. Main Library, Computer Lab (Every Sunday) |
| Sept 6 | Digital Camera Basics. 6:00 p.m. Main Library, Computer Lab (also Sept 13, 20, 27) |
| Sept 8 | International Literacy Day. Main Library. |
| Sept 12 | Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room |
| Sept 12 | Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room |
| Sept 13 | Alameda Great Books Club. 7:00 p.m. Main Library, Family Study Room |
| Sept 14 | Alameda Free Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room. |
| Sept 17 | Family Game Day. 2:00 p.m. Main Library, Felker Programming Room |
| Sept 19 | Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room |
| Sept 19 | Library Foundation Meeting. 7:00 p.m. Main Library, Family Study Room |
| Sept 19 | Friends of the Library Meeting. 7:00 p.m. Main Library, Stafford Room B |

- Sept 20 Paws to Read. 3:45 p.m. Main Library, Felker Programming Room (also Sept 27)
- Sept 24 Live @ the Library: Anton Schwartz. 8:00 p.m. Main Library, Stafford Room
- Sept 26 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room
- Sept 28 Calder to Warhol: Highlights of the Fisher Collection at SFMOMA, 6:30 p.m.
Main Library, Stafford Room

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@ci.alameda.ca.us or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki
Library Director